

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOT1024171**

Date Posted: 10/24/11

POSITION NO: 242452

Closing Date: 11/04/11

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: **Navajo Division of Transportation/Executive**

DEPARTMENT NO: 102 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary: ☐

Duration:                      \$ 22,734.40 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Work under and directly with division executive staffs in clerical assignments/tasks to completing daily office errands. General office functions; screen and answer telephone, log calls, and/or take messages; customer services and respond to inquires, requests and refer to appropriate staff/resources. Receive, log in and distribute incoming mail; responsibility for daily time log (in/out) serve as back up to maintain executive administration receptionist. Develop, type and edits correspondence accordingly to direction. Run various routine errands to and from different Division and Departments for executive staffs. Other duties and tasks as assigned and requested. Work directly as a Director assistance in daily routine scheduling of meetings, errands, preparation of attendance to meetings for taking notes, minutes, etc. Keep executive staff schedule and monitor appointments for meetings; schedules and tracks all appointments coordinate with executive staff per time/date or timeframe of all on going appointments. Maintain electronic and/or hard copy files for executive administration and distribute appropriate staffs itinerary. Coordinate and arrange executive program/division staffs meetings; take appropriate minutes for staffs. Set up meeting room and provide necessary clerical tasks. Compile monthly, quarterly, annual reports from designated staff for final distributions. Maintain electronic and/or hard copy files for executive administration. Complete FMIS training, attend to assigned meetings, workshops, conference, etc.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School or GED. (to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)

**Experience:**

Two (2) years office experience of equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Ability to work with general public in regards to information or assistance. A must in filing organization experience preferred.

**Special Knowledge, Skills and Abilities:**

Knowledge of clerical and office support practices and procedures, computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using computer software. Skill in English composition, grammar and punctuation. Ability to answer telephone, use copy machine, fax machine, calculator, printer, motor vehicle. Ability to converse in Navajo.

**License/Certification Requirements:**

Must possess a Valid State Drivers License and obtain a Navajo Nation Operators Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*